



Titchmarsh Parish Council Playing Field Committee

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Minutes from Committee Meeting

11th May 2005

Those present: Rob Jones Kevin Shapland Richard Roe Paul Milner
Gina Gaskin Dave Walpole Phil Garnham Stephen Brown
Apologies: Derek Ellis Mel Chapman Caroline Thompson
Cc: Jane Teague Sylvia Prestwich (web-site)

ACTION

1 Road Race Debrief

A very successful day with both events working well together. Finances should produce nearly £ 2000 profit – the best yet by some mark.

Road Race to be a standing agenda item for every meeting – Richard to give consideration to planning framework (including 'branding' of the event in general).

PM
RR

1.1 Thanks

Formal thanks to Rob and Janet Jones for hosting a fantastic post-event lunch.

Fete committee already thanked by Rob.

Written notes of thanks to:

MCCA

St Johns Ambulance

PC Don McAdams (and his Divisional Commander)

Bulley Davey

Weetabix

Dr Stephen Cotterell

Alan Powell

General note of thanks to all involved via Titchmarsh Times.

Letterhead to be circulated to Committee for use as required.

PM
PM
RR
CT
RJ
KS
CT
CT
PM

1.2 Road Race – Lessons Learned/Actions

1.2.1 Publicity (to be headed by Richard)

Use of internet brought in wider audience; Runners World (with website address and on-line entry); Running Fitness (Peterborough); Active Europe (good position on web-site, any 'hits' from it?). Analyse who entered from each source.

E-mails to previous runners & clubs proved useful.

'A' boards – looked great and helped local awareness, especially for 3k. Timing (2 weeks prior to race) was about right.

New clubs – get list of affiliated clubs from MCAA and approach those who have not formally entered previously.

Local races – target I rthlingborough, Stanwick and Milton Keynes events in preceding weeks with leaflets under windscreen wipers in their car parks.

RR

RR
RR

	Press liaison very effective – will Mel carry on with this for next year? More posters to be circulated in advance to large local employers.	RR/MC
1.2.2	General	
	Raise condition of road surface with Parish Council.	GG/DW
	Arrange use of D&P (& Wheatsheaf?) toilets before the day; indicate location of toilets from the car park.	
	Can mid-point turn be right at top of hill rather than left to give more space for water station etc? get measurements done.	RR
	Should there be a limit on numbers? Discuss with MCAA for their advice/experience given nature of our course/facilities.	RR
	3k great success – expect it to be much bigger next year. Charges to be increased to £ 2 pre-registrations and £ 3 on day.	
	Approach Roger Lovesy to see if any Sport For All sponsorship exists for 3k race.	RR
1.2.3	Registration (to be headed by Gina)	
	Ran very well – those involved this year are all willing to do the same next year.	GG
	Room for club MCAA number to be included on registration form to prove club runner status.	RR
	Must encourage pre-registration for 3k race via school book bags, PE teachers and Titchmarsh Times.	RR
	Under 15s must have a guardian's signature for declaration of responsibility – include on registration form.	RR
1.2.4	Water (to be headed by Rob & Steve)	
	Water station at Clubroom needed jugs to speed up filling operation.	
	Encourage people to drink between end of 3k and start of 10k.	
	Is there a need for a further station at Bidwell for 3k and 10k?	
	More cups and 8 people needed at turning point.	
	2 more 5 gallon containers needed.	RJ
1.2.5	Marshalling/Traffic (to be headed by Paul)	
	Copies of road closure notice and maps showing race route and diversions to be held by all marshals.	PM
	Wheatsheaf entrance to be coned off.	
	Notice of directions and parking area to be included on registration form.	RR
	Notify village of road closures via Titchmarsh Times, Noticeboards and leaflet drop to village centre houses – including face-to-face request to clear High St of vehicles.	PM
	Signage – costs for 'Road Closed' signage to be investigated. Do other local clubs have them – would they like to 'pool' the costs?	KS
	Hi-vis waistcoats – acquire 25 in med/large/ex-large. If possible get printed with 'Titchmarsh' so can be used for village events.	PM
	Lead runners 'fight' their way through oncoming pack after turning – can they be guided by a moped or bike?	
1.2.6	Timing/Results (to be headed by John (timing) and Sylvia (results))	
	Print-out stopwatch – considered essential to aid smooth running of event now entry numbers are so high. Investigate costs and buy/hire options.	GG/SB

Preceding years have been able to give times for all on the day – how do we achieve this with a bigger field? Must be able to give times when making presentations.

Excellent use of web-site – possible to categorise 1st/2nd/3rd in each category?

Review categories – add Veteran and Local categories for 10k? Split 3k into Girls/Boys Under/Over 9?

1.3 Investment in Road Race

Proposal (RJ, 2nd GG, carried unanimously) to reinvest, within reason, in equipment to improve the facilities and management of the event next year. Individuals actioned to investigate costs and report back at next meeting.

ALL

2 Playground Health & Safety

Monthly Inspections

Format of inspection has run since start of year; as agreed at outset format will be reviewed and proposals for improvements presented at next meeting.

SB

Training session to be arranged.

April Actions

Housing Association to be contacted about state of boundary fencing.

Closing spring for pedestrian entrance gate to be priced; authority of Committee to purchase this if less than £ 30.

In light of discussions on Road Race all H&S actions were carried forwards to June meeting.

ALL

3 Fete - Sat 11th June

BBO booked.

Tug of War teams being progressed by Mel and Richard.

MC/RR

Set-up to be evening of Fri 10th June.

ALL

Check numbers of rolls/burgers/sausages bought/used last year.

4 Finances

Rocking Ride costs risen to £ 155, proposal by RR to sanction this and pay John Gaskin for his work, seconded by RJ, carried unanimously.

The following expenses were presented for payment:

<u>Pay</u>	<u>Expenses for</u>	<u>Amount</u>
Paul Milner	Road Race expenses	£ 16.99
	Annual membership of Nat Playing Fields Ass	£ 25.00
Gina Gaskin	Road Race expenses	£ 26.38
Kevin Shapland	Road Race expenses	£ 7.00
Sylvia Prestwich	Road Race expenses	£ 24.10
MCAA	Non-affiliated race fees (non-club entries)	£ 122.00

Payments proposed by RJ, seconded by RR and voted on unanimously.

DE/RR

5 AOB

Titchmarsh Times – provide editorial covering summary of Road Race, fete involvement and forthcoming Trafalgar Day event.

CT

Next meeting: 8pm Thursday 9th June 2005